

## **Current Planner/GIS Analyst**

### **Job Description**

Under the direction of the Town Planner, assists with most Town Planning functions with a focus on current planning activities and providing GIS analysis and support to all Town Government agencies. The employee in this position performs detailed technical work in enforcing adherence to various land use regulations, in drawing and preparing maps, graphs, and charts, and in reviewing submissions for development activity.

Examples of typical responsibilities and duties include:

- Receives and reviews plans of proposed development activities, ranging in complexity from simple building permit to complex Planned Unit Development Review.
- Assists the general public in understanding the Town's review process and providing information and answering inquiries about pending development projects.
- Prepares legal notices for a variety of public meetings and, when required by Town Ordinance, prepares and distributes notices to neighboring properties concerning various development applications.
- Maintains the Town's Geographic Information System and uses same to prepare maps, reports, and graphic material, upon request (and with Supervisor's approval), to all Town departments.
- Prepares, monitors, and maintains files on community development grant requests on behalf of the Town.
- Reviews plans for compliance with the Town's various environmentally-related land use regulations, including Stormwater Management, Critical Area, and Forest Conservation Ordinances.
- A variety of other duties as needed and assigned.

### **Requirements**

- An appropriate combination of experience, education, and training. A Bachelor's degree in Planning or a closely-related field is preferred, with at least some exposure (through course work, internships, summer employment, etc.) to the type of work described above.
- Proficiency in computer skills including MS WORD, Excel, and GIS programs.
- Knowledge of principles and practices of planning topics, Smart Growth and Sustainability as it relates to planning.
- Skill in reading, understanding, interpreting, and applying land use regulations.
- Skill in presenting technical information to the general public and various Boards and Commissions in a clear and concise manner.
- Must possess or obtain a valid Maryland driver's license and satisfactory driving record.
- Must successfully pass Town drug screening.

### **Salary**

The salary for this position shall be commensurate with the applicant's experience and overall qualifications.

**Deadline**

Interested applicants should submit copies of their resume along with a cover letter which includes their salary requirements to:

Nancy Adams  
Human Resources Director  
Town of Easton  
14 South Harrison Street  
Easton, MD 21601

The Town of Easton will accept applications through 4:00 p.m. on Friday, July 11, 2014.

Hiring is subject to passing a pre-employment drug screen and successful background check. The Town of Easton is an equal opportunity employer.